

## **CRB Email Notification Sent to the Army Workforce**

Dear Army Employee:

The Department of the Army has developed a Civilian Record Brief (CRB) for all Civilian Appropriated Fund and NAF employees. Currently there is no specific Local National version of the Civilian Record brief, but we are planning for that future capability.

The CRB is a one-page snapshot of an employee's official data pulled from various sources, such as MyBiz, Defense Civilian Personnel Data System (DCPDS), and Training Management Systems. A sample CRB along with the CRB Quick Guide is attached for your convenience. By putting all of this information on a single, easily viewed document, you will have an uncomplicated method for reviewing your data contained in your MyBiz and DCPDS records and taking steps, if necessary, to update or correct the data.

The 10 sections of data reported on the CRB are a concise reflection of your work experience, education, training, awards, professional licenses and certifications, performance ratings, foreign language proficiency, security investigation status, personal and emergency contact information, position description, current and previous assignment history, and other data regarding your federal civilian service.

You can review and update your CRB through the CPOL Portal by navigating to [www.cpol.army.mil](http://www.cpol.army.mil), click on the Employee tab, then "Go!" in the Employee Data portlet. The link to the Civilian Record Brief (CRB) is located in the left pane under Self Service Applications.

Please Note! We are expecting VERY heavy volumes of traffic to this new tool over the coming weeks as you and all of our thousands of Army colleagues log in and try it out. Please be patient and if you experience slow response times or an error, we ask that you simply try again a little later in the day.

Keeping your CRB updated is voluntary on your part, but you are encouraged to review your CRB for accuracy, and update it as necessary following the easy instructions in the attached Quick Guide. Your supervisor may also view your CRB; however, the CRB does not contain any information that is not already accessible by supervisors. It is merely an additional resource that places pertinent information on a single page making it more accessible, and reviewable, by you and your supervisor.

Please do not reply directly to this email: it was sent from an unmonitored, automated mailbox. Should you have feedback, comments or suggestions, or questions not covered in the CRB Quick Guide or User Guide, please contact your command HR representative. Please do not contact your local civilian personnel office (CPAC) in reference to this email or the CRB itself. A very few data elements shown on your CRB can only be corrected by the Civilian Human Resources Agency (your local CPAC), but those requirements should be rare.